

## Chart of difference between Authority and Responsibility

| Points of differences   | Authority                                                                                           | Responsibility                                                                                               |
|-------------------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <b>Meaning</b>          | It defines as a right to make a decision                                                            | It tells about the obligation to perform the task.                                                           |
| <b>Delegation</b>       | Authority can be delegated (Assigned) fully to the subordinates where the work is at a large scale. | Responsibility cannot be fully delegated.                                                                    |
| <b>Origin</b>           | Authority comes(arises) from Formal Position                                                        | Responsibility arises from the delegation of authority.                                                      |
| <b>Flow</b>             | The authority flows downwards means from Top level to Middle and then to Operation (low level).     | Responsibility flows upwards. In this, subordinates will always answerable and responsible to their manager. |
| <b>Persons involved</b> | Top-level managers, board of directors.                                                             | It includes Operational staff works.                                                                         |
| <b>Example</b>          | The Boss or a manager give order to his subordinates to complete the task.                          | For example, Subordinates receive the order and execute the same and complete the task on time.              |